

## McKinney Vento School Enrollment Requirements and Enrollment Dispute Resolution Process

*The Vermont Homeless Children and Youth Project provides technical assistance to ensure that homeless children and youth have a full and equal opportunity to succeed in school.*

### Step 1 School Enrollment

School enrollment of a homeless child or youth will be determined based on the best interest of the student and the request of the parent/guardian or unaccompanied youth. To the extent feasible, the student will be enrolled in the school of origin, which may be;

- *The school last attended by the student when permanently housed*
- *The last school in which the child was enrolled*

If enrollment in the school of origin is not the enrollment option selected or is determined not to be feasible, then the student is entitled to attend the school serving the geographic area where the student currently resides.

The enrollment decision is facilitated by the Homeless Education Liaison serving the area where the student currently resides in conjunction with the Liaison from the SU/SD of origin.

Child  
Immediately  
Enrolled

### Step 2 Enrollment Dispute

A resolution of the enrollment dispute will be facilitated by the Liaison to support the best interests of the student and the enrollment request by the parents/unaccompanied youth in accordance with the McKinney Vento Law requirements.

The **Homeless Liaison Worksheet**, available at the Homeless Education website ([http://education.vermont.gov/new/pdfdoc/pgm\\_homeless/toolbox/liaison\\_worksheet.pdf](http://education.vermont.gov/new/pdfdoc/pgm_homeless/toolbox/liaison_worksheet.pdf)) should be used to guide and document the enrollment decision process.

If an enrollment decision is made by the SU/SD which is not consistent with the enrollment request by the parent/unaccompanied youth, then a written explanation of the SU/SD decision must be provided to the parent/unaccompanied youth. This notice must include information on the right of appeal to the school board then to the Vermont Department of Education.

**The student must be immediately enrolled in the school in which enrollment is sought by the parent/unaccompanied youth until the enrollment dispute is resolved.**

The parent/unaccompanied youth may appeal an enrollment decision to the school board of the SU/SD serving the geographic area in which the student currently resides. The school board, in executive session, should consider the appeal and issue a written response to the parent/unaccompanied youth regarding the enrollment decision.

Enrollment  
Dispute  
Resolved

### Step 3 Appeal Process

A written appeal of the enrollment decision may be filed by the parent, unaccompanied youth or the SU/SD within five business days with the Commissioner of the Vermont Department of Education. The appeal letter should be accompanied by a copy of the enrollment decision letter provided by the SU/SD school board. The Vermont Department of Education will investigate and issue a written decision regarding school enrollment.

Enrollment  
Dispute  
Resolved